

**Mono County  
Community Development Department**

P.O. Box 347  
Mammoth Lakes, CA 93546  
(760) 924-1800, fax 924-1801  
commdev@mono.ca.gov

**Planning Division**

P.O. Box 8  
Bridgeport, CA 93517  
(760) 932-5420, fax 932-5431  
www.monocounty.ca.gov

**USE PERMIT  
APPLICATION**

|                     |                         |
|---------------------|-------------------------|
| APPLICATION # _____ | FEE \$ _____            |
| DATE RECEIVED _____ | RECEIVED BY _____       |
| RECEIPT # _____     | CHECK # _____ (NO CASH) |

**APPLICANT/AGENT** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

**OWNER**, if other than applicant \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

**PROPERTY DESCRIPTION:**

Assessor's Parcel # \_\_\_\_\_ General Plan Land Use Designation \_\_\_\_\_

**PROPOSED USE:** Describe the proposed project in detail, using additional sheets if necessary.

NOTE: An incomplete or inadequate project description may delay project processing.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I CERTIFY UNDER PENALTY OF PERJURY THAT I am: 0 legal owner(s) of the subject property (all individual owners must sign as their names appear on the deed to the land), 0 corporate officer(s) empowered to sign for the corporation, or 0 owner's legal agent having Power of Attorney for this action (a notarized "Power of Attorney" document must accompany the application form), AND THAT THE FOREGOING IS TRUE AND CORRECT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## USE PERMIT INFORMATION

### INTRODUCTION:

A Use Permit is a discretionary permit issued by the Planning Commission, typically for uses that may be compatible with surrounding land uses under certain conditions. After holding a public hearing to receive input and comment, the Planning Commission sets conditions or standards, makes the required Use Permit "findings," and issues Use Permits.

The timeframes for processing Use Permits depends on the level of environmental review required. Projects Categorically Exempt under the California Environmental Quality Act can be processed in one or two months, while those requiring a Negative Declaration or Environmental Impact Report will take longer. The average Use Permit can be processed in three months.

### APPLICATION PACKET SHALL INCLUDE:

- A. Completed application form.
- B. Completed Project Information form or Expanded Environmental Submittal for larger projects (three bound copies and one unbound copy for reproduction).
- C. Detailed plot plans meeting the requirements of the attached plot plan guidelines. Eight full-size copies (blueprints) and one reduced version no larger than 11" x 17". Applicants of larger projects may be required to submit additional full-size copies.
- D. Elevations or flat scale drawings of the proposed project. Eight full-size sets and one reduced set no larger than 11" x 17". Applicants of larger projects may be required to submit additional full-size sets.
- E. Floor plans of the proposed project. Eight full-size sets and one reduced set, no larger than 11" x 17". Applicants of larger projects may be required to submit additional full-size sets.
- F. Project processing deposit: See Development Fee Schedule for Use Permit.
- G. Environmental Review (CEQA): See Development Fee Schedule for Categorical Exemption, Negative Declaration, and Environmental Impact Report (deposit for initial study only).

### APPLICATION REVIEW PROCEDURE:

- A. **Preapplication conference** with County staff. Conferences can be requested by staff or the applicant for larger projects, or projects that may generate significant public controversy.
- B. **Application packet submitted** to the Planning Division.
- C. **Staff review of application packet.** If application is incomplete, the applicant will be notified of deficiencies. Generally, projects requiring the preparation of a Negative Declaration or Environmental Impact Report will take longer to process.

*More on back...*

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If the application is deemed complete, the packet will be sent for review by local, state and federal agencies, and a Land Development Technical Advisory Committee (LDTAC) meeting will be scheduled. The LDTAC consists of representatives from the Planning, Public Works and Health departments. The preparation of a Planning Commission staff report and environmental document will also commence.

LDTAC meetings for projects requiring a Negative Declaration or EIR, are scheduled a minimum of four weeks after a complete project application is accepted. Projects that are Categorically Exempt could be scheduled sooner. Board of Supervisors' Minute Order 83-1154 requires the Planning Division to give local fire districts at least 20 days to review and comment on projects. After the initial review period, LDTAC meetings are held to examine comments and concerns of local, state and federal agencies.

- D. **LDTAC review of project.** The LDTAC will review with the applicant the Staff Report with conditions of approval, comments from other agencies and the environmental document. A Planning Commission hearing will be scheduled following the LDTAC meeting.

Due to public review and noticing requirements, most Planning Commission public hearings will not be scheduled for at least two weeks after the LDTAC meeting. Projects requiring Negative Declarations or EIRs will have longer review periods.

- E. **Final Staff Report and environmental document.** A final Staff Report and, if applicable, environmental documentation will be sent to the Planning Commission and the applicant five days prior to the public hearing.
- F. **Planning Commission public hearing.** Following a staff presentation and additional public testimony, the Planning Commission will make an environmental determination and then take action on the proposed project. It can: 1) deny; 2) approve; 3) approve with conditions; or 4) continue the hearing to receive additional input.

The applicant's attendance at the hearing is vital to provide commissioners with additional information and to answer questions. Unless it is appealed to the Board of Supervisors, the Planning Commission's decision is usually the last administrative action.

- G. **Appeal of the Planning Commission's decision.** The applicant or other interested parties can appeal the Planning Commission's decision to the Board of Supervisors. A completed appeal application with accompanying fees must be filed with the Planning Division within 15 days of the decision date.